Maine Ethics Commission E-Filing Instructions

HOW TO AMEND A FILED EXPENDITURE

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What is a "Filed Expenditure?"

A: It is an expenditure that is in a report that you have already filed.

IMPORTANT REMINDER

Whenever you make a change to a filed expenditure, you will have to file an amended report.

When you are finished making all the changes:

- Click on the VIEW/FILE REPORTS tab at the top of the screen.
- 2. In the Filing History table, find the report that contains the expenditures you amended.
- Click the **AMEND** link next to the report name.

Step 1: Click on the **AMEND A FILED EXPENDITURE** button in the action menu on your homepage.

What do you want to do today?								
Enter a Contribution	File a Report	Enter an Expenditure						
Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure						
View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure						
Enter / Amend a Loan		Enter / Amend a Debt						

Step 2: You have two options to find the expenditure you want to amend, delete or return. You can simply click the **FIND EXPENDITURE** button to get a list of all your expenditures, or you can also use the search criteria to find a specific type of expenditure.

Expenditure	
	-
Type	All ▼
Date From	<u> </u>
Date Through	<u> </u>
Amount From	
Amount Through	
_	
External Reference ID [for EDI users only]	
Payee	
Payee Type All	•
Find Expenditure Clear Cancel	

Step 3: When you have a list of expenditures, select the action you want to take by clicking on **AMEND**, **DELETE** or **RETURN** for the expenditure you want to change.

<u>Payee</u>	<u>Payee</u> <u>Type</u>	Expenditure <u>Type</u>	Expenditure <u>Date</u>	<u>Amount</u>	Offset	<u>Amended</u>			
ACME PRINTING	Business	Monetary (Itemized)	09/09/2014	\$2,500.00	No	No	<u>Amend</u>	<u>Delete</u>	Return

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HOW TO AMEND A FILED EXPENDITURE (cont.)

DID YOU KNOW...?

You only have enter a payee's information into the e-filing system once. If you have another expenditure to the same payee, you can save time by doing a simple search for the payee and clicking on the name in the search results. The payee's information will be entered automatically.



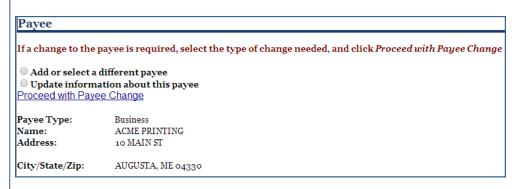
When you make a change to a filed expenditure, you will have to file an amended report.

To make a change to the PAYEE:

Step 1: Select **ADD** or **SELECT A DIFFERENT PAYEE** to change all the information about a payee. You could use this if you made a mistake and entered the wrong payee.

OR

Select **UPDATE INFORMATION ABOUT THIS PAYEE** if the payee is correct but you need to make changes to specific information.

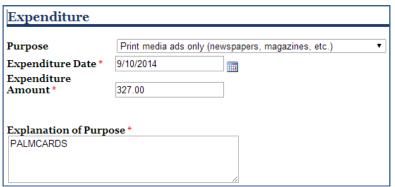


- Step 2: Click PROCEED WITH PAYEE CHANGE.
- **Step 3:** Enter the changes to the payee information.
- **Step 4:** Click **SAVE** at the bottom of the screen. After you click the save button, you will get confirmation that the expenditure was amended.



To make a change to the EXPENDITURE:

Step 1: Make the change to the expenditure purpose, date, amount or explanation.



Step 2: Click the **SAVE** button. After you click the save button, you will get confirmation that the expenditure was amended.

